

# **Chemical Safety and Hazard Investigation Board (CSB) Strategic Plan – July 2002**

## **CSB Mission – Our Core Purpose**

*To protect workers, the public and the environment  
by investigating and preventing chemical accidents*

## **CSB 5-Year Vision – Our Picture of the CSB in 2005**

***We are a nationally recognized chemical safety investigative agency,  
protecting workers, the public and the environment***

- We produce high quality accident investigation reports, bulletins and studies
- We have an effective prevention program based on adoption and strategic dissemination of recommendations
- We have a diverse, highly trained, productive workforce
- We have established effective relationships with key stakeholders

## **CSB 5-Year Goals – Key Targets to Achieve Our Vision**

**Mission Goal #1:** Produce timely, high quality investigation reports, bulletins and studies and use them as a basis for effective prevention recommendations

**Mission Goal #2:** Achieve wide industry implementation of CSB recommendations and related accident prevention measures

**Enabling Goal #3:** Maintain a high-performing work environment to ensure effective mission accomplishment

**Mission Goal #1:** Produce timely, high quality investigation reports, bulletins and studies and use them as a basis for effective prevention recommendations

**Key Results:**

- High quality accident investigation reports, bulletins and studies
- Effective coordination of industry, unions, state, federal and local entities in the conduct of investigations

**Key Strategies:**

- Attract, develop and retain a team of highly-skilled safety staff
- Implement and update investigative protocols, accident selection procedures, and data utilization as needed
- Establish effective working relationships within the agency and with key stakeholders to improve the efficiency and effectiveness of chemical safety investigations

**FY-03 Action Plan:**

Initiatives
1. Publish periodic safety bulletins.
2. Update investigative protocol.
3. Hire 6 new Investigators
4. Revise and update MOU's with NTSB, OSHA, EPA, ATF and ATSDR.
5. Conduct Boards of Inquiry as necessary.
6. Initiate at least 6 new investigations.
7. Complete 6 investigations.
8. Develop and implement ISP training program (includes safety and health program).
9. Continue participation in national dialogue on incident metrics, such as those at Texas A&M's Mary Kay O'Connor Center.
10. Publish "report highlights" document and downloadable power point presentation for each investigation.
11. Develop proposal for assisting with terrorism threat assessments at chemical plants

**Mission Goal #2:** Achieve wide industry implementation of CSB recommendations and related accident prevention measures

**Key Results:**

- Implementation of 75% of CSB recommendations
- Strategic dissemination of CSB reports, recommendations, and bulletins to targeted audiences

**Key Strategies:**

- Develop effective relationships with stakeholder groups and representatives aimed at achieving implementation of accident investigation recommendations
- Develop and implement a tailored, multi-year outreach plan for each CSB investigation targeted at ensuring adoption and strategic dissemination of CSB recommendations

**FY-03 Action Plan:**

Initiatives
12. Establish and evaluate web casting CSB public meetings to encourage broader access and participation.
13. Hire 2 new Recommendations Specialists.
14. Establish system to track CSB safety accomplishments.
15. Redesign web site to support greater access and usefulness of information to outside stakeholders. Publish reports on website use.
16. Complete development of recommendations for Georgia Pacific, Kaltech and 3rd Coast investigations.
17. Research and draft recommendations for 6 investigations initiated in FY03.
18. Successfully close 75% of CSB recommendations.
19. Develop and implement targeted prevention plans for new and completed investigations aimed at ensuring adoption and strategic dissemination of recommendations and promoting their implementation.
20. Convene CSB Prevention Coordinating Committee for rigorous review of internally and externally generated dissemination opportunities to ensure adoption and implementation of recommendations among potential beneficiaries.
21. Develop metrics that can be used to measure accident prevention effectiveness <ul style="list-style-type: none"><li>• Stakeholder discussion of key metrics, methodologies, and requirements for chemical accident data collection and analysis</li><li>• Initiate design for performance metrics</li><li>• Conduct a stakeholder roundtable meeting to review proposal</li></ul>

**Enabling Goal #3:** Maintain a high-performing work environment to ensure effective mission accomplishment

**Key Results:**

- Highly motivated, productive staff at all levels of the agency
- CSB has a model work environment that fosters teamwork and collaboration
- CSB staff view the agency as a great place to work

**Key Strategies:**

- Maintain infrastructure, policies and business practices that support high-performance

**FY-03 Action Plan:**

Initiatives
22. Implement records management program.
23. Establish comprehensive human resources program that incorporates: <ul style="list-style-type: none"><li>• Training and development for all staff</li><li>• Incentives and awards</li><li>• Diversity awareness</li><li>• Performance management</li><li>• Human capital scorecard</li><li>• Timely recruitment and hiring</li></ul>
24. Complete security assessment.
25. Sponsor teambuilding to enhance interactions and high performance at all levels of the agency.
26. Sponsor ethics training and manage forms 450 and 278.
27. Implement comprehensive strategic planning process for 2003 – 2008 cycle to incorporate new leadership and external stakeholder input
28. Complete transition of new COO, CEO, & Board Member